



# Job Opportunity

## State Controller's Office

**Position:** Student Assistant

Statewide

**Location:** Division of Audits  
300 Capitol Mall, Suite 518, Sacramento, CA 95814

**Issue Date:** September 15, 2006

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Laura Nicholls, 916-323-1598

**Who May Apply:** Students who are currently enrolled in a minimum of six units of college courses. Must submit proof of enrollment in a college or university.

**California Relay Service:** 1-800-735-2929

**Position Number(s):** 051-640-4870-970

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

With close supervision provided by the Senior Management Auditor, the Student Assistant will be familiarized with career possibilities in State employment by performing specialized project work related to his field of interest. Duties include, but are not limited to the following:

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Assist in tracking, maintaining, preparing, and updating various program documents, including work papers, reports, and databases.
- Develop spreadsheets as needed.
- Prepare analysis for the audit staff.
- Assist in other administrative duties as needed.

*Applications will be screened and only the most qualified will be interviewed*



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Division of Audits  
300 Capitol Mall, Suite 418  
Sacramento, CA 95814

Attn: Laura Nicholls